



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Tuesday, May 9, 2017

- A. **Call meeting to order: 7:05pm made by Comm Ziemba.**
Attendance: Commissioners Fenton, Buxton, Ziemba, Montemagni, Bresnahan and Parks Superintendent Porter.
- B. **Motion for approval of meeting minutes for March 28, 2017 made by Comm. Buxton. Second by Comm. Fenton. Approved.**
- C. **Meeting suspended at 7:05 for Public Input - Public attendees: Greg (abutter to Sarah Jane Park) present to request Parks Commission to approve taking down dead tree overhanging his yard. See Communications Item #6. Community Garden representatives Kimberly Morrissette and Sean Goonan also present to provide an update of community garden activity. Community Garden Council (CGC) announced they will be holding monthly meetings the second Tuesday of every month. CGC requested that a Parks Commission representative attend the meetings to participate in budgeting discussion and provide guidance on expanding the project to Nash Park. CGC requested the Parks Commission and the CGC perform a site visit to Nash Park. CGC noted 7 of 12 plots remain open and they would be seeking sponsorships from local businesses and organizations. CGC also expressed the following needs: water be turned on at Lincoln Grove, 10 yards of wood chips, 10 rakes, 5 small hand shovels, 5 small wheelbarrows or gardening baskets. CGC also provided more detail regarding their vision of the mural being planned at the Lincoln Grove site. Meeting called back into order at 7:57pm.**
- D. **Communications:**
1. Request from Pope Francis High School for a Field Day April 27 8am – 2:00pm at Upper Szot Park. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
 2. Request by Barry School for their Field Day to access Garrity Grove Park and water spray 9am – 2:30pm Wednesday June 14. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
 3. Request by Saint Stanislaus Bacilica Parish for use of the pavilion for a picnic August 27, till 7pm preceded by a Mass at noon. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
 4. Request by Chicopee High School ROTC Program Field Day use of Szot Park upper field, Pavilion, comfort station and tennis courts on May 26. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
 5. Request by Russell Johnson at 28 Broad Street to install a fence along the property line to prevent basketballs and players from entering his property. **After discussion, Commission determined installing a fence could not be done at this time due to limited resources.**
 6. Request by Abutter to Sarah Jane Sherman Park at 245-247 Chicopee Street for the removal of a dead tree believed to be on Park property. **Following a review of the situation including maps and photos of the tree and property area, Commission requested Superintendent Porter revisit the issue with the City Forestry Department about removal of the tree before the Commission entertains having to hire a commercial tree service to complete the job.**
 7. Request by Pete Rios for the use of the Gazebo for wedding photos on May 27, 2017. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**

8. Request by Kathy Mielnikowski for the use of the Gazebo for wedding photos on May 20, 2017 from 11:00 – 12:00. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
9. Request by Second Chance Animal Clinic to host a vaccination clinic with Distemper vaccine and Rabies shots at a reduced cost at River Park Pavilion May 26 from 9 – 12. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
10. Communication received from Mass Attorney General Office re free Open Meeting Law, May 30 6-8pm at the Holyoke Senior Center. **For information only.**
11. Request by Natasha for the use of Nash wading pool for a birthday party. **Motion to approve issuance of permit for picnic area adjacent to wading pool made by Comm. Buxton. Second by Comm. Fenton. Approved**
12. Other Communications

E. Recreation Report

1. Adult Leagues: Men's Women's and Co-ed softball leagues seasons began end of April.
2. Youth Rec Leagues: Boys and Girls Lacrosse, Softball, Baseball are all underway
3. **OPEE adventures enrollment and staffing in process.**
4. **Aquatics Programs: Swim Lessons, Adult lap and water walking program summary provided.**
5. Youth and Adult Martial Arts classes are continuing Monday and Wednesday.
6. Pre-School program which meets Monday mornings has been well attended. It is a collaborative effort with Holyoke Chicopee Coordinated Family and Community Engagement.
7. Let's Gogh Art Program held April School vacation week.
8. **CPR & AED classes being planned for June 10th.**
9. Baby Sitting Training was offered Tuesday April 18, 2017 9 – 2pm at Front St Office.
10. Lifeguard Training was offered 2 times this spring. April and May.
11. **Easter Egg Hunt held on April 15 at Szot Park. Chicopee Youth Lacrosse assisted this year. Sponsors include First Central Bible Church, Peoples Bank, Holyoke Blue Sox, and Burger King**
12. **Relay for Life planned for May 12 – 13 at Szot Park Stadium field**

F. Maintenance Report

1. **On-going:** April Snow storm clean up, repair of plow damage from winter along park walk ways, Property line brush removal at Preston and Nash, leaf and stick pick up, weekly trash run, Cemetery burials and removal of winter decorations, distribute barrels in the parks for warm weather use, Paint field lines, Groom and chalk diamonds, Graffiti removal,
2. **Special Projects complete:** Player bench installation at various fields, Installation of a new door at Cemetery building, Prep of dugout area at Szot one for new dugouts, Clean-up of debris and growth behind Front Street Office, Painting the inside of comfort stations, Tennis nets up at Williams and Garrity, Assembled picnic tables for Nash and Sarah Jane, Open all comfort stations, Assist with Egg Hunt, installed 4 dog bag stations around Szot,
3. **Spring Projects upcoming:** Szot Dugout construction, fitness equipment at Wisniowski, Safety surfacing at LG, Fairview, Williams, Swapping out a swing at Fairview
4. **Parks Labor Force:** Open positions (1) GL9 – Heavy Equipment Operator, (3) GL 5 MEO Laborers are posted. Ranger and Seasonal Parks temp positions are being interviewed 5/8 and 5/11 respectively

G. Old Business:

1. Wisniowski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Fitness station equipment to be installed by Parks Labor. Basketball court will be color coated by Mt. View. Historic sign has been designed. Ribbon cutting celebration will be held July 8th in conjunction with Family Barbershop.
2. Update Szot Gateway Grant – Becker Custom Trailers sound system has been installed. A separate sound system for the Szot Stadium field is being designed for when the press box is not in use.

Commission requested the work on the sound system be put on hold at this time due to limited available resources. CCHS electric class will be assisting, Softball field dugouts are installed and walls being constructed by Job Corp. This project has been under the supervision of Jeff Neece in a collaborative construction with Parks and Highway DPW Divisions. **Field will be available for the remainder of the high school softball season beginning on Monday, 5/15.**

3. Ray Ash Park pool update: Construction Dynamics is on schedule with the construction phase of the new Ray Ash Pool.
4. Sarah Jane Sherman Park CDBG Project: Architect firm of Milone and Macbroom developed bid specs which were advertised and awarded to Kenney Masonry for the pavilion and comfort station walkways. The contract is being processed, completion of this project by June 30, has been developed in consultation with DPW Superintendent, Purchasing and Community Development. The other elements of the Sarah Jane project that are under review by Community Development for compliance with HUD were discussed in detail. **The Commission expressed appreciation and thanked Superintendent Porter for her thorough report and advised for her to continue process to resolve the compliance matters.** Asphalt walkways and accessible ramps have been installed by DPW Highway.
5. Other Old Business

H. **New Business:**

1. **Recreation Department seasonal employee rates of pay were reviewed and motion to send to Mayor for approval made by Comm. Buxton. Second by Comm. Fenton. Approved.**
2. Parks Fees Account Expenses – current balance \$104,231.54
Lap top computer, Szot Fountain, Orbit, Sarah Jane walkways, historic sign, picnic tables, **motion to approve lowest estimate (\$5,100) for repairs of Szot fountain made by Comm. Fenton. Second by Comm. Bresnahan. Approved**
3. **Community Garden Council (CGC) – Lincoln Grove plot applications are available at Parks office, expansion to Nash Park. See public input.**
4. **Bemis Pond Dam Project – estimated dam repair to cost \$300K. One option discussed would be to let pond drain and reconfigure/develop park grounds in that area.**
5. Chicopee Electric Light rental agreement for upper Szot parking lot
6. Grant applications due by July 17 for next round of PARC grant
7. Letter to City Council replying to Councilor Walczak's letter related to Fairview Park
8. Farmers Market proposed for Szot Park. **Parks Commission is not opposed to the farmers market but due to limited resources, the Parks department cannot support a farmers market at this time and assure its success. Recommendation made to contact and work with the Senior Center on the coordination of the Farmers Market in the parking lot at the Senior Center.**
9. Trash and Recycling in Parks – review of best practices, Packer, 300 donated barrels
10. Other New Business

I. **Assistant Superintendent's Report:**

1. Managing spread sheet for Szot Park Gateway Grant, Wisniowski Park CDBG, Ray Ash Pool funding, Pool design and renovation account.
2. Responsible for PARC Grant State reimbursement and quarterly reporting reports for Ray Ash Pool Project
3. Working directly with Chicopee High Schools Athletic Director Mike Thompson to coordinate field usage for spring sports
4. Processing all CORI's for Coaches, referees and scorekeepers
5. Responsible for payroll processing due to the Sr. Clerk's absence this winter. - completed
6. Working on stewardship report for Westover Industrial Gate Parks to be submitted to the Federal Lands to Parks Program of the National Parks Service.
7. Summer Food Program Application being completed
8. New England Farm workers Food Voucher Program - OPEE
9. Parks Clean-up day was held May 6, 2017
10. Portable Toilets - distribution, and management throughout the season

11. Planning Summer Concert Series – booking bands
12. Working with Travel Group to coordinate bus trips
13. Planning Fireworks for July 1- currently coordinating 1st planning meeting
14. Planning Movie Nights with Dan Woodill

- July 7 Lego Batman Movie, July 28 Finding Dory & August 18 Moana

J. Next Meeting: May 22nd, 2017 7PM

K. Motion made to adjourn meeting at 10:11pm made by Comm. Fenton. Second by Comm. Bresnahan. Approved.

L. Documents presented at May 9th, 2017 Commission meeting:

- a. Commission Report submitted by Recreation Supervisor Sean Carroll, dated 5/5/17
- b. Commission Report submitted by Recreation Supervisor Dan Woodill, dated 5/9/17
- c. Parks Commission Meeting Minutes from meeting on March 28th, 2017
- d. OPEE Summer Adventures Brochure for 2017
- e. Szot Gateway Grant Expenditures Summary Sheet
- f. Sarah Jane Sherman Project Budget Sheet
- g. Parks Fees Account Expense Sheet
- h. OPEE Projected Balance Sheet
- i. Seasonal Employee Pay Rate Comparison Sheet
- j. Letter (dated March 31, 2017) to Mayor Kos from Parks Superintendent Porter requesting approval of seasonal employee pay rates
- k. Letter (dated 4/10/17) from Pope Francis High School requesting use of Szot Park on April 27, 2017 for Field Day.
- l. Email (dated 4/24/17) from Rachel Williams of Barry School requesting use of Garrity Grove spray park.
- m. Letter from Elizabeth Soja of St. Stanislaus Parish requesting use of Szot Park pavilion area on 8/27/17 for parish picnic.
- n. Email from Dayanaris Fernandez of CHS Junior ROTC requesting use of Szot Park pavilion and upper field area for field day on 5/26/17.
- o. Letter from Pete Rios requesting use of Szot Park gazebo on 5/27/17 for a wedding ceremony.
- p. Email from Kathy Mielnikowski requesting use of the gazebo at Szot Park for wedding pictures on 5/20/17.
- q. Letter from Second Chance Animal Shelter requesting use of a parking lot at Szot Park on 5/26/17 for an animal vaccine clinic.
- r. Massachusetts Open Meeting Law Regional Training Workshop flyer.
- s. Map of Sarah Jane Sherman Park parking lot and abutting properties
- t. Proposal from Gardener Construction for repair of Szot Park Fountain
- u. Quotes from PC Enterprises for laptop computers.
- v. Letter (dated April 4, 2017) to City Council President John Vieau from Parks Superintendent Porter responding to 2/8/17 letter from Councilor Walczak regarding various topics from Fairview Park and condition of sport courts in the city.
- w. Email from Kimberley Morrissette from the Community Garden regarding the Community Garden budget for 2017.

Minutes Submitted by:



Thomas Bresnahan
Commission Secretary

6-19-17

Date